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## UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

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No. 111

Job Vacancy

December 4, 2006

Note: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission authority must attach copies of required work and/or residency permits for Colombia to be eligible for consideration.

OPEN TO:	All interested candidates
POSITION:	Information Resource Center Director (A72101) FSN-11; FP-04*
OPENING DATE:	Monday, December 4, 2006
CLOSING DATE:	Monday, December 18, 2006
WORK HOURS:	Full time; 40 hours/week
SALARY:	* Not-Ordinarily Resident: FP-4 (Position Grade: FP-4 to be confirmed by Washington) Ordinarily Resident: LCP/FSN-11

The U.S. Embassy in Bogota is seeking an individual for the position of Information Resource Center Director in the Public Affairs Section (PAS).

### BASIC FUNCTION OF POSITION

Directs and manages a complex Information Resource Center (IRC). Actively promotes IRC services, oversees the research, reference, publication design and outreach services conducted by the IRC staff. Plans and implements a comprehensive outreach program to advance Mission Public Affairs goals. Develops and maintains continuing personal contact with the target audience members of all levels including journalists, government officials and their staffers, NGOs, librarians, university administrators and professors. Serves as Chief liaison for librarians at nine bi-national centers (Centro Colombo Americanos), public and

academic librarians. Supervises and gives training in library maintenance, online research, marketing, book cataloguing and creative information outreach. Guides and supervises three IRC employees. Serves as official translator for Ambassadorial speeches and statements and those of high-level official visitors.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

a. Education: University degree in journalism, social communication, public relations, computer science, library science, political science, international affairs, or American studies is required. A post graduate study in any of these fields is required.

b. Prior Work Experience: Four years of progressively responsible experience in the fields of professional information research, communication, and/or professional library work, including project management are required.

c. Language Proficiency: Spanish level 4 (Fluent) is required. English level 4 (Fluent) is required.

e. Knowledge: Solid knowledge of U.S. reference and resources materials related to bilateral relations, United States and Colombian foreign affairs policies, legislative and other domestic issues as well as current trends and developments in American and host country journalism, mass communication, and information science and technology is required.

f. Skills and abilities:

Excellent service orientation to target audience, including interpersonal, and cross cultural skills are required. Ability to independently plan, organize, coordinate and carry out extensive thematic programs using current desktop publishing software, web management software, multimedia programs, internet and print resources is required (this will be tested). Excellent oral and written communication skills, including grant writing are required. Strong research, marketing and training skills are required.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

2. Current Locally Employed Staff (LES) are not eligible to apply for jobs until they complete six months of service.

3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612)  
<http://bogota.usembassy.gov>, or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Colombian Citizens (FSN) must submit a Foreign National Employment application form and may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page:  
<http://bogota.usembassy.gov> under "Recursos Humanos - Vacantes".
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

“US Citizen EFMs and EFMs may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá”.

## **SUBMIT APPLICATION TO**

American Embassy Bogotá  
Human Resources Office  
Attention: Recruitment Unit  
Diagonal 22D Bis No. 47-51

- Embassy employees may submit the employment application to the Human Resources Office receptionist.
- Outside applicants may submit the employment application to the Embassy receptionist or mail to the address above, but application must arrive in the Embassy reception by the deadline. For timely receipt other options include FEDEX, DHL, etc.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. All other applicants must submit applications by hand; faxes will not be considered.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

## DEFINITIONS

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority, and who do not meet the definition of AEFM above.

3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring

employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted his/her main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and EFMs of FS, CS, and uniform service members who are eligible for employment under an American USG pay plan, on travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

6. Foreign Service National (FSN): A citizen of the host country.

**CLOSING DATE FOR THIS POSITION: MONDAY, DECEMBER 18, 2006**

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

